

DEPUTY EMERGENCY SERVICES COORDINATOR

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DEPARTMENT: Fire/Emergency Services

NATURE OF WORK:

This is responsible professional work.

Develops and coordinates administrative procedures. Conducts studies necessary for securing facts about operations, policies, and procedures relating to finance, accounting, purchasing, information reporting, and equipment utilization. Performs special projects as assigned and is responsible for developing Emergency Services budget. Develops, maintains, and updates County Emergency Plans. Serves as Emergency Services Coordinator in Fire Chief's absence. Work is performed under the general supervision of the Fire Chief.

ESSENTIAL FUNCTIONS OF THE JOB:

Develops and maintains County Emergency Plans.

Develops Emergency Services budget; assists in developing the budgets of other departmental divisions.

Compiles and analyzes financial data, researches procurement of services and/or equipment, and studies management information reporting and equipment utilization and scheduling.

Compiles and analyzes findings using descriptive and inferential statistics, flow, process, and work distribution charts, data estimates, time studies, work sampling, and predetermined time systems.

Monitors budget expenditures, performs complex mathematical computation, oversees and carries out complex administrative processes.

Performs a wide variety of special projects, such as development of draft policies, investigations of compliance with existing policies, preparation of workload analyses, staffing utilizations, and departmental management information system.

Researches and keeps abreast of state-of-the-art development and innovation in technology and a variety of other topics as needed.

Assists in completion of administrative procedures and management planning.

Prepares written reports for action by department management.

Assists in implementation of study recommendations.

Monitors and analyzes organizational performance measures.

Performs work safely and in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment, including computer keyboard, telephone, copier, and typewriter. Drives/operates County vehicle sedans/vans.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of management, financial management, and information system principles and practices.

Knowledge of organizational research, analysis, and design; cost/benefit analysis; and local government management systems, policies, and practice.

Ability to attend to detail and maintain accurate records.

Ability to conduct research projects, prepare written reports, and present results of research in clear, concise manner.

Ability to establish and maintain effective working relationships with County personnel and public.

Ability to work on several projects simultaneously, maintain schedules, and meet deadlines.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business or public administration, management information systems, or a related field; two years of experience performing analytical or research work, preferably in the public sector; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Valid Virginia driver's license.